

Federal Plain Resume

Resume template / DOCX, Google Docs, text-based PDF

Best for

Applicants who need more detail than a one-page private-sector resume

Summary

A longer, plain-format resume for government-style applications where duties, hours, supervisors, and scope matter.

Sample Skills

- Policy support
- Documentation
- Compliance tracking
- Public service communication

Sample Impact Bullets

- Documented 40+ monthly program activity, eligibility, and stakeholder follow-up records in accordance with agency procedures.
- Prepared recurring reports used to monitor volume, completion status, and service-level issues.
- Coordinated with internal teams and external contacts to resolve missing information.